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Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
<Schools Division Office>

**Office of the Schools Division
Superintendent**

DIVISION MEMORANDUM

No. **207A**, s. 2020

September 24, 2020

DEVELOPMENT AND ENHANCEMENT OF CONTINGENCY PLAN FOR SCHOOLS

To: Assistant Schools Division Superintendent
Chief, CID and SGOD
Public Schools District Supervisors
Public Elementary and Secondary School Heads

1. In view of the declaration of the state of public health emergency brought by the COVID-19 pandemic, and in response to the enactment of the Bayanihan to Heal as One Act, the Department of Education Region 7 through DepEd Cebu Province DRRM Office has develop various strategies in the implementation of its program, projects and activities to help address the health crisis.
2. The Office of the Undersecretary for Administration (OUA), thus issued OUA Memorandum 00-0620-0022, authorizing regions and division to utilize the funds allocated for the Development of Contingency Plans and taking into consideration the COVID-19 pandemic.
3. In line with this, the Division DRRM Office will conduct a 2-Day Online Development and Enhancement of Contingency Plan Workshop for Schools on October 8-9, 2020 via Google Meet.
4. At the end of the Contingency Planning Workshop, the participants are expected to be able to better support their principals together with their School DRRM Team in the development and enhancement of their SY 2020-2021 School Contingency Plan.
5. Specifically, they shall be able to:
 - Understand and apply the process of formulating Contingency Plans that is responsive to the needs that will arise during a worst-case situation.



Address: IPHO Bldg. Sudlon, Lahug, Cebu City
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- Understand and articulate the epidemiological characteristics of COVID-19, identify its impacts, and the appropriate preparedness and response measures for the formulation of Contingency Plan.
6. Participants to this planning workshop are District DRRM Coordinators and District Health Aids.
7. Participants are required to be ready with the following documents:
- Existing Contingency Plan
 - Enrollment Data SY 2019-2020
 - Latest Data on the Number of Teaching and Non-Teaching Personnel
 - Inventory of Response Equipment
 - Data on COVID-19 cases of each Municipality, Barangay, including personnel and learners
 - Current efforts of the School in response to the COVID-19 pandemic
 - Data on the number of rooms used as Quarantine Facility/Quarters for COVID-19 related activities
8. For details and clarification refer to the attached indicative Program for your guidance or you may contact Engr, Ester S. Roldan through this number, 09273667613 or 09236779769.
9. Communication Expenses are chargeable to the DRRM Downloaded Funds with Sub-Allotment Release Order No. ROP-7-20-046
10. Immediate dissemination of this Memorandum is desired.

MARILYN S. ANDALES EdD, CESO V
Schools Division Superintendent

MAS/CMP/SGOD/NOM/ESR



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Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
CEBU PROVINCE DIVISION

ACTIVITY DESIGN

TITLE: DEVELOPMENT AND ENHANCEMENT OF CONTINGENCY PLAN FOR SCHOOLS

Activity Description: Relative to QUA memorandum No. 00-0620-0022 entitled “Supplementary Implementing Guidelines on the Allocation, Utilization, Documentation and Reporting of Program Support Funds for the Development and Enhancement of Contingency Plans of Regions and Division”, dated May 28, 2020 and In view of the declaration of the state of public health emergency brought by the COVID-19 pandemic, the Department of Education Region 7 through DepEd Cebu Province Division DRRM Office will be conducting a 2-day on-line Development and Enhancement of Contingency Plan for Schools.

Location: Webinar Conference

Date: October 8-9, 2020

Budget Source: DRRM Downloaded Funds, Sub-allotment Release Order No.ROP-7-20-046

Rationale: Disaster risk reduction and management is essential for the safety and security of all personnel to prevent and contain the spread of COVID-19 in all schools of Cebu Province Division. Contingency Planning during this time is of prima importance. As such, the Department as a member of National Disaster Risk Reduction and Management Council (NDRRMC), has been pro-actively participating in Cebu Province’s response on COVID-19 and in line with this the Division DRRM Office will be conducting a 2-day on-line Development and Enhancement of Contingency Plan for Schools.

Objectives: Specifically this activity aims to:

- Understand and apply the process of formulating Contingency Plans that is responsive to the needs that will arise during a worst-case situation;
- Understand and articulate the epidemiological characteristics of COVID-19, identity its impacts, and the appropriate preparedness and response measures for the formulation of Contingency Planning.

SDO
SEAL

Address: <address>
Telephone Nos.: SDO Contact #s
Email Address: official SDO DepEd email

DEVELOPMENT AND ENHANCEMENT OF CONTINGENCY PLAN FOR SCHOOLS
October 8-9, 2020

DATE/TIME	TOPIC	RESOURCE SPEAKER
October 8,2020(DAY1)		
8:40-8:45	Pambansang Awit	AVP
8:45-8:50	Prayer	AVP
9:00-9:15	Welcome Address	DR. NOVIE O.MANGUBAT SGOD Chief
9:15-9:25	Acknowledgement of Participants	ENGR. ESTER S. ROLDAN Division DRRM Focal Person
9:25-9:30	Rationale	DR. NORMAN BLANCO Education Program Specialist II-M & E
9:30-9:45	Inspirational Message	MARILYN S. ANDALES Schools Division Superintendent
9:45-11:30	Understanding COVID 19	Abegail Apple Malagar Nurse II
1:30-2:30	Introduction of Contingency Planning	ESTER S. ROLDAN Division DRRM Focal Person
2:30-5:00	Contingency Planning writeshop ● Objectives ● Impacts ● Scenarios	Giovanni L. Almendras Ranilo L. Edar Annaliza Sardovia
October 9,2020(DAY2)		
8:00-11:30	Contingency Planning Writeshop ● Activation, Deactivation, and Non-deactivation ● Coordination ● Command and Control ● Response and Early Recovery Measures ● Preparedness Measures	Ranilo L. Edar
1:30-4:30	Presentation of Contingency Plan	Select 2 district to present
4:45-5:00	Ways Forward	Ester S. Roldan-PDO II
5:00-5:10	Closing Remarks	Ester S. Roldan-PDO II

Prepared by:

ESTER S. ROLDAN
PDO II

Approved by:

MARILYN S. ANDALES Ed.D., CESO V
Schools Division Superintendent



Republic of the Philippines
Department of Education
REGION VII - CENTRAL VISAYAS

Office of the Regional Director

REGIONAL MEMORANDUM

No. **0000**, s. 2020

REGIONAL DEVELOPMENT AND ENHANCEMENT OF CONTINGENCY PLAN

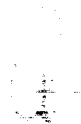
To: Assistant Regional Director
Schools Division Superintendents
Region and Division DRRM Teams

1. In view of the declaration of the state of public health emergency brought by the COVID-19 pandemic, and in response to the enactment of the Bayanihan to Heal as One Act, the Department of Education Region 7 through the Education Support Services Education has developed various strategies in the implementation of its program, projects, and activities to help address the health crisis.
2. The office of the Undersecretary for Administration (OUA), thus, issued OUA Memo 00-0620-0022, authorizing regions and divisions to utilize the funds allocated for the Development of Contingency Plans of Regions and Divisions, taking the pandemic into consideration. An online contingency planning workshop for Regions was successfully conducted by the DRRMS last July 13-16, 2020.
3. In line with this, the Region will conduct the Online Development and Enhancement of Contingency Planning Writeshop for Divisions on July 27-30 2020 via MS Teams.
4. At the end of the Contingency Planning Workshop, the participants are expected to be able to better support their principals in the development and enhancement of Contingency Plans and be able to capacitate other DepEd field personnel.
5. Specifically, they shall be able to:
 - Understand and apply the process of formulating Contingency Plans that is responsive to the needs that will arise during worst-case situation;
 - Understand and articulate the epidemiological characteristics of COVID-19, identify its impacts, and the appropriate preparedness and response measures for the formulation of Contingency Plan; and
 - Devise and appropriate design for cascading the training to other DepEd and school personnel.
6. Participants to this planning workshop are Regional and Division DRR Teams, SGOD and CID Chiefs, Schools Superintendent and Assistant Superintendents are advised to participate.



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Telephone Nos.: (032) 231 1433; (032) 414 7399
Email Address: region7@deped.gov.ph

7. Participants are required to be ready with the following documents:
- Existing Contingency Plans
 - Enrollment Data SY 2019-2020
 - Latest Data on No. of Teaching and Non-Teaching Personnel
 - Inventory of Response Equipment
 - Data on COVID cases of Region, Province, Municipalities (including personnel and learners)
 - Current efforts of the offices in response to the COVID-19 pandemic
 - Data on Schools used as Quarantine/Isolation Areas and for other purposes in relation to COVID-19 response.
8. For the details and clarifications, refer to the attached indicative program for your guidance or you may contact Mr. Ranilo L. Edar through his cellular phone no. 09287941159.
9. Immediate dissemination of this Memorandum is desired.



SALUSTIANO T. JIMENEZ, JD, EdD, CESO V
Director III
OIC-Office the Regional Director

STJ/CAE/TTP/ESSD/rle

REGIONAL DEVELOPMENT AND ENHANCEMENT OF CONTINGENCY PLAN WRITESHOP

July 27-30, 2020

INDICATIVE PROGRAM

DATE/TIME	TOPIC	RESOURCE SPEAKER
July 27 (Day 1)		
9:00-9:05 AM	Pambansang Awit	Audio Visual Presentation
9:05-9:10 AM	Prayer	Engr. Noime Guillen Regional Engineer
9:10-9:20 PM	Welcome Message	Dr. Cristito A. Eco OIC-Assistant Regional Director
9:20-9:30 AM	Acknowledgement of Participants	Dr. Rogelio Villamor Medical Officer IV
9:30—9:40 AM	Rationale	Mr. Tomas Pastor Chief-ESSD
9:40-9:50 AM	Inspirational Message	DR. Salustiano T. Jimenez, Director III OIC-Regional Director
9:50-10:30 AM	Understanding COVID-19	Dr. Ahl Alesna
10:30-11:10 AM	Promoting Child Protection Amidst COVID-19	Save the Children
11:10-11:50 AM	Introduction to Contingency Planning	MR. Ranilo L. Edar Regional DRRM Coordinator
11:50-12:10 PM	Discussion and Open Forum	Dr. Melissa Paradela Regional Dentist
12:10-12:15 PM	Announcement	Mr. Ranilo L. Edar Regional DRRM Coordinator
12:15-12:25 PM	Wrap-up and Closing Remarks	Dr. Berna Ysulan PDO IV
July 28, 2020 (Day 2)		
1:00 – 4:00 PM (180 Minutes)	Contingency Planning Writeshop	RO7 DRRM Team
	• Objectives	
	• Impacts	
4:00 -4:10 PM (10 minutes)	• Scenarios	
	Wrap-up and Announcements	
July 29, 2020 (Day 3)		
1:00-4:00 PM (180 Minutes)	Contingency Plan Writeshop	RO7 DRRM Team
	• Activation, Deactivation, and Non-Activation	
	• Coordination	
	• Command and Control	
	• Response and Early Recovery Measures	
4:00-4:10 PM	• Preparedness Measures	
	Wrap-up and Announcements	

July 30, 2020 (Day 4)

1:00-3:00 PM	• Presentation of Contingency Plan	By SDO's
4:00-4:20 PM	• Synthesis	DRRM Teams
4:20-4:35 PM	• Ways Forward	Mr. Ranilo L. Edar
4:35-4:50 PM	• Closing Program	RO7 DRRM Team

OBJECTIVES

This is the DepEd Contingency Plan

This document was developed by the Disaster Risk Reduction and Management Service (DRRMS), Disaster Management Group members of the central office, Regional and Division DRRM Coordinators of the affected and assisting regions.

This Contingency Plan aims to:

1. Align with the Harmonized National Contingency Plan for the _____ of the National Disaster Risk Reduction and Management Council (NDRRMC).
2. Establish the coordination and communication mechanisms among the central office and the affected and assisting regions.
3. Set the response and rehabilitation or early recovery roles and functions of the DepEd central office and the affected and assisting regions for purposes of education continuity.
4. Provide guidance for the continuing capacity building of DepEd offices and schools.
5. Determine the preparedness and prevention and mitigation measures to reduce the impacts of the _____.
6. Support the identification of needed equipment and supplies to reduce the impacts of the _____.

II. THE _____ AND ITS IMPACTS

A. SCENARIOS

Situation	Bad Scenario	Worse Scenario	Worst Scenario
Descriptions			
Impact on Human Lives			
Impact on Infrastructure, Facilities, and Environment	•	•	•
Response Capabilities			

Table 2: Estimated number of dead, probable and suspect cases

Region	Province	Dead	Missing	Injured	Displaced

ANNEX V

I. OBJECTIVES

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This document was developed by the Disaster Risk Reduction and Management Service (DRRMS), Disaster Management Group members of the central office, Regional and Division DRRM Coordinators of the affected and assisting regions.

This Contingency Plan aims to:

1. Align with the Harmonized National Contingency Plan for the _____ of the National Disaster Risk Reduction and Management Council (NDRRMC).
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II. THE _____ AND ITS IMPACTS

A. SCENARIOS

Situation	Bad Scenario	Worse Scenario	Worst Scenario
Descriptions			
Impact on Human Lives			
Impact on Infrastructure, Facilities, and Environment	•	•	•
Response Capabilities			

Table 2: Estimated number of dead, probable and suspect cases

Region	Province	Dead	Missing	Injured	Displaced
Total					

Table 5: Exposed public and private schools, learners, and personnel

Division	Public Schools	Public School Learners	Private Schools	Private School Learners	Public School Teaching Personnel	Public School Non-Teaching Personnel
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Division	Public Schools	Public School Learners	Private Schools	Private School Learners	Public School Teaching Personnel	Public School Non- Teaching Personnel
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III. ACTIVATION, DEACTIVATION AND NON-ACTIVATION OF CONTINGENCY PLAN

The contingency measures in this document aligns with the 2019 NDRRMC Harmonized National Contingency Plan (HNCP) for _____. This will enable DepEd to have better coordination horizontally, i.e. DepEd with other NDRRMC agencies, and vertically, i.e. DepEd Central Office down to the schools.

A. Activation

The activation of DepEd's Contingency Plan for _____ is aligned with the activation of the Harmonized National Contingency Plan. This include any of the following triggers:

B. De-Activation

C. Non-Activation

IV. Coordination, Command and Control

A. Coordination

B. Command and Control

Incident Command System (ICS)

V. Response and Early Recovery Measures of DepEd Central Office, Affected Regions, and Assisting Regions

Timeline of Response, Rehabilitation and Early Recovery of DepEd Central Office, Affected Regions, and Assisting Regions

VI. Preparedness Measures

DepEd Central Office, Affected Regions, and Assisting Regions

A. Central Office

B. For regions and divisions

VII. References